



U.S. Department of Justice

Office of Justice Programs

---

Washington, D.C. 20531

March 19, 2003

Subject: Request for Proposals No. 2003R-004; National  
Criminal Justice Reference Services (NCJRS) 2008

Dear Potential NCJRS Vendor:

The Office of Justice Programs (OJP), Acquisition Management Division (AMD), is pleased to issue this request for proposals (RFP) for the National Criminal Justice Reference Services (NCJRS) 2008 procurement. The RFP contains two separate "lots" with associated statements of work / performance work statements. Interested vendors may submit a proposal for either lot, or both. Therefore, this solicitation may result in up to two separate contract awards.

OJP will host a walk-through of Aspens Systems Corporation's NCJRS facilities, 2277 Research Blvd., Rockville, MD 20850, from 1:30 - 3:30 p.m. on March 27, 2003, followed by the NCJRS warehouse facility, 9015 Junction Drive, Suite 2, Annapolis Junction, MD 20710, from 9:30 - 10:30 a.m. on March 28, 2003. Interested vendors will be limited to three (3) company representatives and must indicate their plans to attend by listing those representatives in an email to the Contracting Office by March 26, 2003.

The closing/due date for receipt of proposals will be Wednesday, April 30, 2003, at 2:00 p.m. local time. Proposals should be marked on the exterior package with the solicitation number and delivered by overnight / express mail to Mr. Ray German, Senior Contract Specialist, at the following address:

Office of Justice Programs  
Acquisition Management Division, Room 3621  
810 Seventh Street, NW  
Washington, DC 20531

Please note that each of the two "lots" have a separate small business size standard and NAICS code (see K.7). All large businesses are required to submit a separate Small Business Subcontracting Plan(s), as well as a Small and Disadvantaged Business Participation Plan (see L.7, Subcontracting Plans, for each). The solicitation consists of sections A - M, plus the attachments listed in Section J. Please pay particular attention to the following:

- Section B, Schedule of Supplies or Services and Prices/Costs;
- Section C, Performance Work Statement, lots 1 and 2;
- Provision L.6, Physical Format of Proposal / Proposal Preparation Instructions; and
- Provision M.2, Basis for Award / Evaluation Criteria.
- Answers to Questions Submitted Regarding the DRAFT Solicitation of January 24, 2003.

We believe this solicitation is clear and will promote innovative, competitive proposals. The OJP website, <http://www.ojp.usdoj.gov>, provides a wealth of further relevant information regarding OJP and the NCJRS Program. Please contact Ray German at (202) 307-0613, or myself, at 305-7745, regarding simple administrative questions. You must submit any technical questions in writing via e-mail and attachment (AMD utilizes Corel WordPerfect Suite 8), to "[ray@ojp.usdoj.gov](mailto:ray@ojp.usdoj.gov)," or "[youngjo@ojp.usdoj.gov](mailto:youngjo@ojp.usdoj.gov)," not later than Wednesday, April 2, 2003. Thank you for your interest in this important criminal justice program.

Sincerely,

A handwritten signature in cursive script that reads "John Young".

John Young  
Supervisory Contract Specialist  
Acquisition Management Division, Team II

Enclosure